

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 16, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-22

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fringe Benefits Reporting for Calendar Year 2016

As a reminder, agencies are required to report certain information about employee fringe benefits to the Commissioner of Administration annually. **All** fringe benefits (cash, non-cash, taxable and non-taxable) must be entered in LaGov HCM. Taxable fringe benefits are reportable on employees' Forms W-2, therefore, agencies must ensure that the appropriate fringe benefit wage types are used in LaGov HCM to reflect the correct information on the employee's Form W-2. Refer to the [Procedures](#) page on the Office of State Uniform Payroll (OSUP) website for the [Annual Fringe Benefits Reporting](#) procedures.

All fringe benefits for 2016 must be entered by Monday, December 19, 2016 with a date of origin no later than December 18, 2016 or W-2c's will be required.

Contact the Office of Statewide Reporting and Accounting Policy (OSRAP) at (225) 342-0708 for questions about PPM 73 reporting requirements. Please share this memorandum and procedures with fiscal staff responsible for OSRAP reporting. It is important to assure that the information reported to OSRAP by fiscal staff is also captured/reported in LaGov HCM.

All other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

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APH:JC/par